

## Office Memorandum • UNITED STATES GOVERNMENT

STATINTL

TO : Director of Training

DATE: 16 Apr 52

FROM : 

SUBJECT: Weekly Report

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1. With the cooperation of  staff, we have taken a complete survey of the four training groups. For the UTG/A group, norms were established for the evaluation program. The norms for the Professional Trainees and Agency classes were developed for group comparison. A copy is attached.

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2. The Professional Trainees will complete a nine-week training course on Friday. During the last week in May, we will conduct our first retention study on this group.

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3. The combined reading laboratories currently have  students each day.

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4. This week we are starting to make an orientation film which we hope to complete in the near future.

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5.  will enroll in the reading course on Thursday.

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① Goal is an 8 to 10 minute film on how to use the equipment.

② First step will be to put it on 8 mm. film using  personally owned equipment. With wrinkles ironed out we'll then try for an official job.

③

will star in the production,  narrator!